

Personnel Issues & You



UPPS Newsletter 2003-2

February 1, 2003

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Annual Dues Deducted In February

This is a reminder that the following associations will have dues deducted from payroll as indicated:

- 10/40 – utility # 4012- February 16 – February 28 pay period
- Coalition for State Employees – utility # 4020 – February 1 – February 15 pay period
- Kentucky Association of Right-of –Ways – utility #4010 – February 16 – February 28 pay period
- Mutual Assistance-State Police- utility # 4003 – February 1 – 15 and February 16 – 28 pay periods
- Tenure – utility # 4025 – February 16 – February 28 pay period
- Kentucky Human Services – utility # 4008 – February 1 – 15 and February 16 – 28 pay periods

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Monthly Payroll Schedules for 2003

The payroll schedules for 2003 are available on the Personnel Cabinet's intranet website at <http://kygovnet.state.ky.us/personnel/paysch.htm>.

List of Creation and Run Dates for EFT Pre-notification Tapes and Datasets

Create Date (AM)	Dataset Name to Create	Date Run thru PERPAY1 (PM)
January 14, 2003	PER.PRENOTE1.DATA	January 29, 2003
January 29, 2003	PER.PRENOTE2.DATA	February 13, 2003
February 13, 2003	PER.PRENOTE1.DATA	February 27, 2003
February 27, 2003	PER.PRENOTE2.DATA	March 13, 2003
March 13, 2003	PER.PRENOTE1.DATA	March 27, 2003
March 27, 2003	PER.PRENOTE2.DATA	April 14, 2003
April 14, 2003	PER.PRENOTE1.DATA	April 29, 2003
April 29, 2003	PER.PRENOTE2.DATA	May 14, 2003
May 14, 2003	PER.PRENOTE1.DATA	May 29, 2003
May 29, 2003	PER.PRENOTE2.DATA	June 12, 2003
June 12, 2003	PER.PRENOTE1.DATA	June 27, 2003
June 27, 2003	PER.PRENOTE2.DATA	July 14, 2003
July 14, 2003	PER.PRENOTE1.DATA	July 29, 2003
July 29, 2003	PER.PRENOTE2.DATA	August 14, 2003
August 14, 2003	PER.PRENOTE1.DATA	August 28, 2003
August 28, 2003	PER.PRENOTE2.DATA	September 12, 2003
September 12, 2003	PER.PRENOTE1.DATA	September 29, 2003
September 29, 2003	PER.PRENOTE2.DATA	October 14, 2003
October 14, 2003	PER.PRENOTE1.DATA	October 29, 2003
October 29, 2003	PER.PRENOTE2.DATA	November 13, 2003
November 13, 2003	PER.PRENOTE1.DATA	November 25, 2003
November 25, 2003	PER.PRENOTE2.DATA	December 12, 2003
December 12, 2003	PER.PRENOTE1.DATA	December 23, 2003
December 23, 2003	PER.PRENOTE2.DATA	January 14, 2004

Instructions For Accessing The W-2 Application

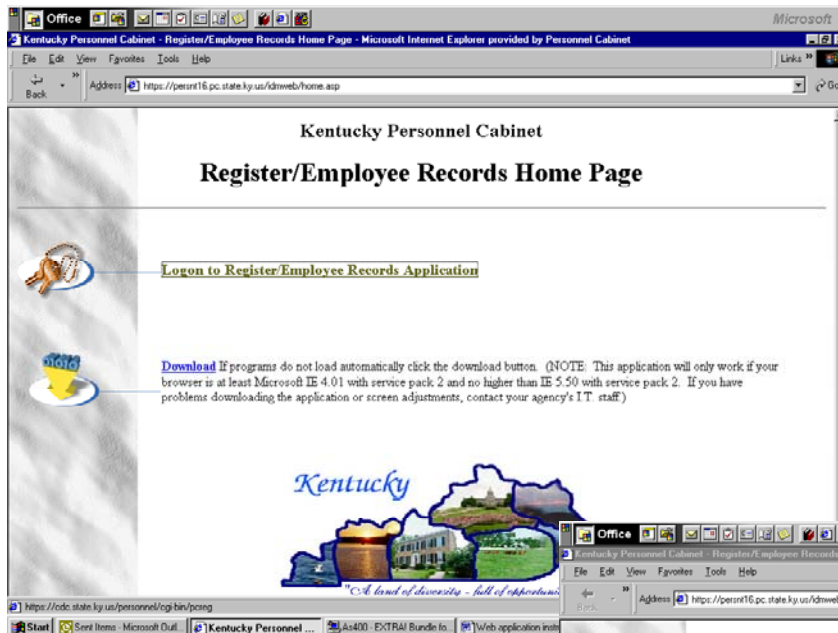
1. Click on Microsoft Internet Explorer (please note, this application works best with Internet Explorer 5.0 or higher and will **NOT** work with Netscape Navigator). This application is not compatible with Macintosh. If you have problems please contact your IT administrator.
2. Once Internet Explorer is operative, delete the current address on the address bar (row) and type in, <https://persnt16.pc.state.ky.us/idmweb/home.asp>, hit "enter"
3. A security alert message box may appear indicating, "**You are about to view pages over a secure connection.**" Click "**OK.**" Another security alert may appear indicating, "**The information you exchange with this site cannot be viewed or changed by others,**" etc. "**Do you want to proceed?**" Click "**Yes.**"
4. If you don't have Microsoft Internet Explorer 4.01 with service pack 2 or higher, you will be prompted to load it. (If you have problems, contact your IT administrator.)
5. The logon home page entitled, "**Kentucky Personnel Cabinet Register/Employee Records Home Page**" will appear. Double click on the first statement entitled, "**Logon to Register/Employee Records Application.**" (See pic 1 below)
6. A dialog box entitled, "**Enter Network Password**" will appear. Enter your **CICS User Name (ID) and password**, and then click "**OK.**" (See pic 2 below) (If your password has expired, you will be prompted to enter a new password.)
7. Once your user ID and password has been verified the home page will reappear as follows: (See pic 3 below) (Options may vary from user to user depending on level of access.)
 - a. **Employee Record:** Allows you to retrieve and view employees' records under your supervision in accordance with your CICS access.
 - b. **Download:** If programs do not load automatically or you do not have Microsoft IE 4.01 with service pack 2 click here. (If you have problems downloading the application or screen adjustments, contact your agency's IT administrator).

You are now ready to use any of the programs available as indicated in item 7 above.

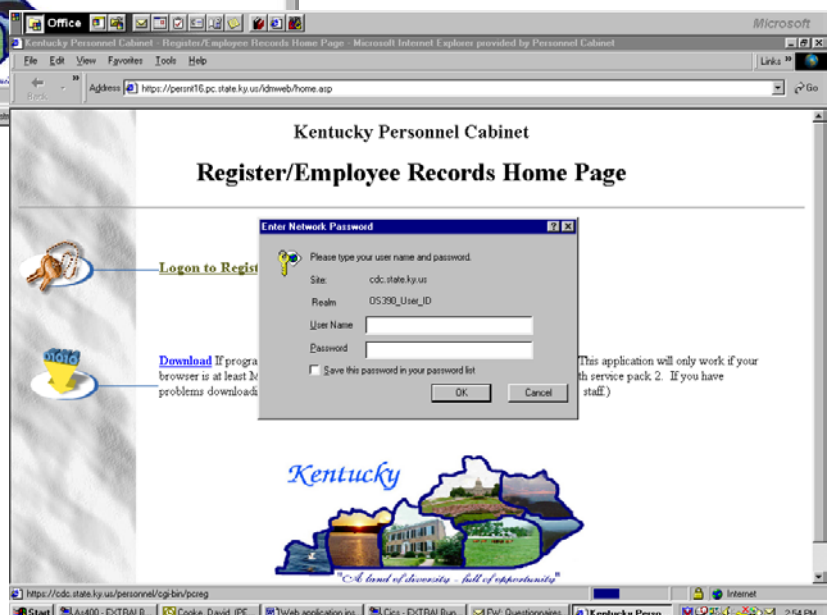
8. Select the **Employee Records** option. Enter request, i.e. a Social Security number, etc. (If you do not have the Panagon viewer loaded on your system, you will be prompted to load this viewer, which is the FileNet program that allows you to view employee records over the web. In order to load the viewer, the following is necessary (may require your IT administrator to load for you).
 - a. Click on Employee Records, then click on "Finish" in the dialog box entitled, Panagon IDM viewer.
 - b. After viewer loads and installs Shield R Wizard, you will obtain a screen with large letters entitled, "**FILENET PANAGON IDM VIEWER.**" Click on "**Next**" after the small dialog box appears entitled, "**Welcome.**"
 - c. A software license agreement dialog box will appear. Click on "**Yes.**"
 - d. The "**Choose Destination Locator**" dialog box will appear. Click on "**Next.**" (Please be patient, it will take several minutes to set up and load register components.)
 - e. You may see a warning insert screen or dialog box that says, "**Set up may have caused your environment space to be exceeded.**" If this appears, click on "**OK.**"
 - f. "**Set up complete**" will appear, along with a "**Make Sure....**" statement, click "**Yes.**" Then follow procedures to restart your computer by clicking "**Finish**" etc.

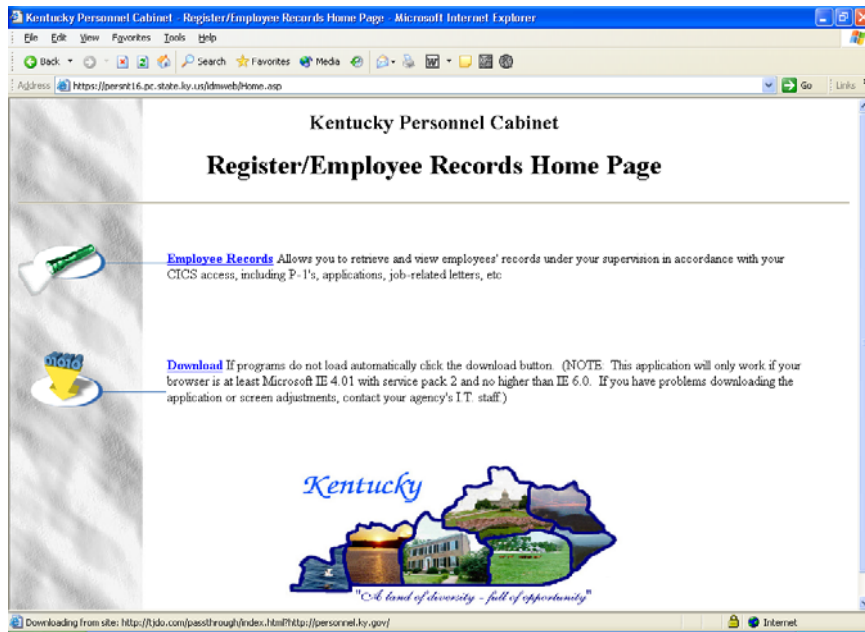
9. In some situations, after clicking on a program, a dialog box may appear which says, **“Always trust content from Microsoft Corp.”** Place a check mark in the box by the statement and click **“Yes”** to continue.
10. This web program was written to function on screens set for 800 X 600 resolution. Please make sure your program is set for at least this minimal resolution. This can be accomplished by clicking on **“My Computer,”** then clicking on **“Control Panel,”** then clicking on **“Display”** and then clicking on **“Settings”** and then go to **“Desktop Area”** and move the control arrow until it resides on at least 800 X 600 or higher for optimal use. (Note: IT administrator may need to change settings.)
11. You are now ready to use the program selected. Begin by entering a social security number of the W2 to print and hit **“ENTER”**. A list of documents will display on the screen for that social security number. (W2’s, P-1 etc.)
12. Double Click on the W2. The W2 information will display.
13. Hit the print button to print a copy. (See pic 4 below)
14. To view other W-2’s, hit the **BACK** button on the Browser. (See pic 4 below)
15. Repeat steps 11–13.

PICTURE 1



PICTURE 2





PICTURE 3

Back Button

PICTURE 4

Please click this button to print W-2's

